



MONTESSORI CASA
INTERNATIONAL

Classroom Guidelines

Please take a moment to review our classroom guidelines.

Drop Off

- It is requested that once you have arrived at the front door, you give your child a hug and kiss and say "Goodbye, I'll see you at lunch (or after school)" and then leave. In the first few weeks, when your child is adjusting to school, your loving but brief farewell will show your child that you are confident that they will be well taken care of at school and help him/her relax.
- Your child will be greeted upon entering the classroom.
- If your child is upset and or crying as you go, reassure them verbally that you will be back and everything is fine, then proceed to your car. Our staff will immediately tend to your child and within a few minutes they will be eagerly exploring their new environment.
- If you appear hesitant or unwilling to leave your child, your child will sense this and continue to use crying as a way to keep you from leaving long into the school year.
- During the winter months we request that you do not undress your child from their winter clothes. Functional independence is an important goal in Montessori education and we would not want your child to be deprived of the pride of doing it for themselves!
- We will always ensure that your child is properly dressed, and protected from the elements before they are allowed outdoors.

Lunch

- Lunches need to be supplied from home.
- Please include cold packs if required to keep food from spoiling.
- We are able to warm lunches for a short period of time in our microwave. However, please do not send items that require extensive heating.
- As part of our effort to provide your child with the best possible care, we have a healthy lunch policy. By encouraging healthy eating patterns we educate children for later life. We discourage packed lunch contents that consist largely of processed foods and sweet products such as cakes or biscuits. We reserve the

right to return fizzy drinks, candy, and otherwise non nutritious items to the parent as a last resort. On Fridays a small treat, i.e. a mini chocolate bar, 2 biscuits or similar, can be included in your child's lunch box.

Snack

- Parents are asked to provide a bi-weekly snack for the entire class on a rotating schedule.

Our classroom uses a cloth snack bag which goes home with a child on Fridays and should be returned the following Monday with healthy foods. Each child will have a turn to take the bag home and you will receive a shopping list of the requested items.

- We use meal and snack times to help children to develop community and independence through making choices, preparing and serving food and drink, and feeding themselves.
- We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water at any time during the day.
- The children use flowers and foliage for an exercise in flower arranging to beautify their environment. A small bunch of flowers or foliage may be requested on your snack list. This is a request only, and is not mandatory.

Bringing Belongings into the Classroom

- Cut flowers are welcome in the classroom any time. The children use the flowers for an exercise in flower arranging to beautify their environment. This is inclusive of foliage and other greenery collected from home gardens, and nature.
- Children are welcome to bring educational items in the classroom for language discussions for example, shells, seeds, nests, books, etc.
- Children are asked to leave their toys and treasured personal possessions at home.

Taking Materials Home

- Occasionally, children will return home with something that belongs to the classroom. Even the oddest shaped piece of wood could be important, as it could be a country from a puzzle map or a piece from the pink tower, so please return to the school.
- In a Montessori school you may find that your child does not have much, or even any paper work to take home. This is due to the fact that many activities your child completes does not involve paper. The work is done with specially designed hands-on Montessori materials. Much of the paper work is an extension of a material or a final record of an idea. It is the process of learning that the child goes through that is important, not the finished product. It is

always the child's choice to take work home, give it to a friend or leave it at school.

- **Backpacks:** Aside from your child's change of clothing bag, which stays at school, a backpack is rarely necessary at this age. Please do not send your child to school with a backpack unless it is absolutely necessary. It should not contain toys or distracting objects. Be sure to check the backpack before and after school on days it is needed.

Accidents

- It is imperative for all children to have a change of clothes at school. Whenever your child has a potty accident or his/her clothes get wet at school and it requires a change of clothes, please be sure to send a spare set in a small cloth bag with your child's name clearly printed.

Rest Time

- All children are required to rest for a short time. Please send your child with a sheet and small blanket to use during rest time. Blankets go home every Friday for laundering and must be sent back on Monday.

Potty Training

- One of the requirements for having your child attend our class is that they are completely potty trained. We know at this age it is a fairly new skill and accidents will occur. We are prepared to deal with these situations in a caring and encouraging way.
- We do have several requests to help your child adjust to using the bathroom at school...
- All children must wear "big kid" underwear, no diapers or Pull-ups.
- If you are concerned about your child's cleanliness, you may send in flushable wipes for your child to use to make being independent easier.
- If your child does not have adequate clothing to change into following an accident you will be required to bring the necessary items in a timely manner.
- When children are around others who are using the bathroom at school, it usually only takes a few weeks to adjust to using the school bathrooms themselves. We strive to make this learning experience rewarding for your child. If a problem persists after several weeks, a parent conference will be requested to assess your child's needs.

Lost and Found

- -We will maintain all items left behind for a period of 4 weeks in our lost and found basket located at the front door. Please feel free to check frequently, and anytime your child's items are missing.

- We request that you mark all of your child's belongings with a permanent marker. The most frequently misplaced articles include gloves, hats, socks, and jackets. Items marked with the child's first initial and last name are easy to return to their owner.
- Items that are not claimed by the end of the 4 week period may be donated to a charitable organization.

Birthdays and Other Special Occasions

- On your child's birthday family members are encouraged and invited to come to class for our special Montessori Birthday Celebration. Please take a moment to discuss your role in the special birthday celebration with me. You are welcome to bring a snack to share with the class. In lieu of a snack you are also welcome to donate a book in your child's name to our beautiful library.
- Please do not ask staff members to give invitations to individual children. If you would like to distribute invitations for a private party at school be sure to include each child in the class.

Comments, Suggestions, and Questions

- Your comments, suggestions, and questions are encouraged. As my focus is on your child at the start of the day, please take a moment to write down your messages in the notebook located at the front door, even if you have verbalized it with a staff member. If the message is confidential, please email me, and make a note for me to check my email.

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